



2010-2011 MONTANA CULTURAL TRUST GRANT APPLICATION

POSTMARK DEADLINE 5:00 P.M.,
AUGUST 1, 2008

SPECIAL PROJECT

SPECIAL PROJECT—\$4,500 OR LESS

CAPITAL EXPENDITURE

OPERATIONAL SUPPORT



STATE OF MONTANA PROGRAMS ARE AVAILABLE TO
ALL MONTANANS. UPON REQUEST, AN ALTERNATIVE
ACCESSIBLE FORMAT WILL BE PROVIDED.

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**CULTURAL AND AESTHETIC
PROJECTS ADVISORY
COMMITTEE**

As of February, 2008

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Humanities Montana:**

Mark Sherouse, Missoula

CULTURAL TRUST



MONTANA'S CULTURAL TRUST

In 1975, the Montana Legislature set aside a percentage of the Coal Tax to restore murals in the Capitol and support other cultural and aesthetic projects. This unique funding source is a Cultural Trust, with grant money allocated every two years. Grant funds are derived from the interest earned on the Cultural Trust.

In 1983, the Legislature established a Cultural and Aesthetic Projects Advisory Committee with 16 members, half appointed by the Montana Arts Council and half by the Montana Historical Society. The committee reviews all grant proposals and makes funding recommendations to the Legislature, which determines who will receive grant funds. The Montana Arts Council administers the program for the Legislature.

GRANT CATEGORIES

Applicants may apply for a grant in one of the grant categories outlined on the next two pages. Application forms are included in this booklet. Please read the instructions carefully. Challenge grant applications for Endowment Development are available upon request from the Montana Arts Council.

APPLICATIONS

Applications must be for cultural and aesthetic projects, including but not limited to the visual, performing, literary and media arts, history, archaeology, folklore, archives, collections, research, historic preservation and the construction or renovation of cultural facilities.

Applications are encouraged for applicants serving rural communities, racial and ethnic groups, people with disabilities, institutionalized populations, youth and the aging.



CULTURAL TRUST

POINTS FOR CONSIDERATION BEFORE YOU BEGIN



1) SPECIAL PROJECTS

- Are you requesting special project, operational, or capital expenditure support? In the past, there has been confusion about the difference between categories.
- If your organization has paid staff of at least one half-time position, apply under special projects or operational support EVEN if you are requesting less than \$4,500.
- If you are applying for funding for a new staff position or program, apply under special projects even if it is for operational support.
- You may only apply for ONE of the four categories. (You may apply for one of the four categories and ALSO apply for a Challenge Grant for Endowment Development but know that, due to economic circumstances, endowment applications have not been funded since 1997.)
- The grant period is July 1, 2009-June 30, 2011. All grant activities MUST occur and grant and matching funds be spent and/or encumbered during this grant period. If the grant activities do not occur, or if the grant and match funds are not spent or accrued during the grant period, the grant award will revert. There are no exceptions.

Per State law MCA 2-3-203. Meetings of public agencies and certain associations of public agencies to be open to public. (1) All meetings of public or governmental bodies, boards, bureaus, commissions, agencies of the state, or any political subdivision of the state or organizations or agencies supported in whole or in part by public funds or expending public funds must be open to the public.

This means all organizations funded by state monies in any amount, must open their meetings to the public. For complete details, please refer to the law above located on the web at:

<http://data.opi.mt.gov/bills/mca/2/3/2-3-203.htm>

The 2003 Legislature made a change in this law that now requires every board covered by the open meeting act also to have a public comment session that allows individuals to comment on matters that are within the jurisdiction of the agency conducting the meeting, even if they are not on the agenda of the meeting. If an item is on the agenda, then the person shall be required to wait until it comes up and not speak during the general public comment period.

These grants are for specific activities, services or events of limited duration, the expansion of ongoing programs, adding staff or increasing staff time, or for organizations to meet defined needs, or generation of new sources of revenue.

Applications that Generate New Sources of Revenue

The Legislature may require that grant funds be repaid from initial earnings of the application and that the Cultural Trust receive a royalty from future revenues.

Applications that Request Support for Arts and Cultural Education Projects

Funds from the Cultural Trust may be requested to support applications that:

- enhance existing arts and cultural programs
- take a new direction or begin a new program
- are innovative
- serve as models
- address multi-cultural aspects of the arts or
- seek to form and support long-term partnerships among arts organizations, non-arts organizations, community groups and schools.

Although the legislature encourages applications for arts and cultural education projects, they will NOT support projects created to:

- meet school accreditation standards or other mandated requirements or
- supplant other funds for current or ongoing programs operated by schools, colleges or universities.

GRANT PROGRAMS

2) SPECIAL PROJECTS REQUESTING \$4,500 OR LESS



These requests may be submitted by organizations that are all-volunteer or employ no more than one half-time person and are well suited for small requests. These applications will be reviewed knowing the applicants have less grant writing experience.

3) OPERATIONAL SUPPORT



These grants are for cultural institutions that have been formally organized for at least two years with an ongoing program and with paid professional staff.

NOTE: Operational support grants are not intended to reduce the applicant's fund-raising efforts or support program expansion. See special projects for staff program expansion.

Applications for operational support may also be considered in special circumstances including:

- The development of emerging cultural institutions — groups in the early stages of growth that otherwise meet the requirements for this category;
- Organizations with no local funding base;
- Organizations serving the entire state or a significant region of the state;
- Well-managed and established organizations confronting emergency situations (unforeseen circumstances that have a major effect on the organization and call for immediate action);
- Organizations recognized as essential to Montana's cultural life because of excellence of programming and length of service;
- Organizations providing a high ratio of cash match to their grant request.

4) CAPITAL EXPENDITURES



These grants are for additions to a collection or for acquisition of works of art, artifacts or historical documents; historic preservation; purchase of equipment; or the construction or renovation of cultural facilities. Applications must include renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired. No more than 25% of the total grant funds appropriated by the Legislature may be used for capital expenditure grants.

NOTE: See page 6 if the grant request applies to prehistoric or historic properties.

5) CHALLENGE GRANT FOR ENDOWMENT DEVELOPMENT



Forms are available under separate cover. Please call the Montana Arts Council at (406) 444-6430 or e-mail: mac@mt.gov.

Grantees are reminded that, due to economic circumstances, no endowment applications have been funded since 1997.

EVALUATION CRITERIA

Funding recommendations will be based on these considerations:

QUALITY AND CAPACITY

- Have needs been identified by the group on which the application activities are based?
- Have grant applicants identified needs and addressed how they plan to meet those needs?
- What is the importance to local community / organization or state – as applicable?
- Does the grantee have the technical, artistic and administrative abilities to accomplish the request, within its resource capability, the budget specified and during the grant period (July 1, 2009-June 30, 2011)?
- Does the overall quality, content and style of presentation of the grant application, in tandem with the support materials, provide the committee confidence that this grantee can attain the goals within the grant period (July 1, 2009-June 30, 2011)?
- Is the application creative, innovative, practical or beneficial?
- Based on the nature of the application, is the applicant making efforts to provide accessibility including publicity and taking into consideration Americans with Disabilities Act criteria?
- If the application will affect prehistoric or historic properties, what is the evaluation by the State Historic Preservation Office?
- Is the relative level of local support demonstrated?

CULTURAL IMPACT

- How well does the application contribute to, or improve the cultural development of the service area?
- Does the application address an identified need for the establishment or augmentation of an activity or service?

COST FACTORS

- Is the application cost-effective? How will the funds be spent? Is the cost reasonable and realistic?
- Is there a mix of revenue sources for the application? If the application is being made by or on behalf of an organization that owns a cultural facility, what is the extent and type of local governmental support (cash match from local sources and/or donation of in-kind goods and services)?
- What is the project's potential to stimulate other sources of funding or to become self-supporting?
- What is the probability the application will be accomplished within budget and with available resources?

COMMITTEE CONSIDERATIONS

Committee recommendations to the Legislature, when taken as a whole, will also address these considerations.

GRANT FUNDING TO:

- Assist the entire state.
- Provide enrichment to the population at large.
- Encourage opportunities for all Montanans to create, participate in and appreciate the wide range of cultural and aesthetic activities regardless of age, sex, race, ethnic origin, income, physical and mental ability, or place of residence.
- Reflect a variety of interests and disciplines and may be highly variable in scope, serving anywhere from local communities or counties, to multi-county regions or the state. Grant awards may range from single sponsors to those that represent coalitions of organizations.
- Fund grants at a range of funding levels. The lowest acceptable grant request for this program is \$1,000. For examples of funding levels, see the inside back cover for the previous biennium's awards.



ELIGIBILITY

APPLICANTS

Any person, association, group, or a governmental agency may submit an application for funding.

All applications must, however, be officially sponsored by a governmental entity. This could be Montana state, county, city, town or Indian tribal governments. Examples of government sponsors are county art or historical museums, public libraries, public educational institutions or school districts, state agencies, city arts commissions, or parks and recreation departments, and tribal cultural or education committees. Documentation of governmental status is required.

The government sponsor is the official applicant. It may itself seek funds, or it may sponsor the proposals of other persons, organizations, associations or coalitions. It must have accounting and financial services available and must bear ultimate legal and fiscal responsibility for the application, if funded.

NOTE: It is the responsibility of those interested in developing proposals for Cultural and Aesthetic Project grants to negotiate with the government sponsor to make the application. The Montana Arts Council will help identify an appropriate government sponsor upon request.

Non-profit organizations with statewide programs and/or services, or those serving a major region of the state or with a statewide arts and cultural constituency, may ask the Montana Arts Council to serve as their governing unit and fiscal agent. Organizations should not assume the Montana Arts Council will serve this role. This service must be requested and approved in writing before submission of application.

WHY DO APPLICATIONS REQUIRE A GOVERNMENT SPONSOR?

When the Cultural Trust was originated in the mid-70s, the Legislature determined that government agencies or governmental departments should provide accounting and financial services to oversee these funds once granted to local organizations throughout Montana. Over the years, these governmental agencies have become more connected with what is happening on the local cultural scene and understand how valuable it is to the community and state.

WHAT ARE THE OBLIGATIONS AND RESPONSIBILITIES OF THE GOVERNMENT SPONSOR?

These are itemized on the signature page of the grant application form. Please see page 14. It states that the government sponsor will provide financial and accounting services and be fiscally and legally responsible for the completion of the application.

Please contact your government sponsor well in advance of the application deadline in order to give them time to review the application and put it on their meeting agenda if required for approval so applications can be submitted on time.

A NOTE FROM THE ARTS COUNCIL STAFF:

We are working to reduce and streamline administrative processes for all grant programs.

- We cannot accept support materials after the postmark deadline.
- All budget information, letters of support, and other supplemental materials must arrive by the postmark deadline.
- The staff will be happy to do a preliminary review of applications upon request to ensure that all the necessary information has been provided and that budget figures are correct. In order to accommodate all applicants, the staff will be able to do this only if materials are submitted to them no later than July 14, 2008.
- Applications will be submitted to the Cultural and Aesthetics Committee panel as they were submitted to MAC by the applicants.
- The staff will not be able to contact people for missing materials.

The Montana Arts Council and staff have no decision-making authority over any application. The agency only provides administrative services for the advisory committee and the legislature.



MATCHING AND OTHER REQUIREMENTS

MATCHING FUNDS

These are funds other than Cultural and Aesthetic Project grants allocated or received by the grantee during the two fiscal years of the grant period and used exclusively for the application receiving Cultural and Aesthetic Project grant funds. Documentation that matching funds will actually be received within the grant period, must be received by June 30, 2010.

SPECIAL PROJECTS UNDER \$4,500

SPECIAL PROJECTS

OPERATIONAL SUPPORT

Each grant dollar is matched with one dollar in cash or in-kind goods and services.

CAPITAL EXPENDITURES

Each dollar in grants is matched with three dollars in cash or in-kind goods and services.

ALL APPLICATIONS SUBMITTED FOR COUNTY OR MUNICIPALLY OWNED GOVERNMENT FACILITIES:

1) For a cultural facility owned and operated by a county or municipality to be eligible for a Cultural Trust grant, the facility must receive financial support from that county or municipality. 2) For a cultural facility owned by a county or municipality, but operated by a non-profit organization, the facility must have, at a minimum, in-kind support for the facility from that county or municipality.

FIRST TIME APPLICANTS

First time applicants and applicants not previously funded must contact the Montana Arts Council before applying.

HISTORIC PRESERVATION PROJECTS

Applicants proposing projects affecting prehistoric or historic properties or on those covered by historic preservation covenants shall:

1. Contact the State Historic Preservation Office (SHPO) to evaluate the possible impact on these properties and appropriateness of plans.
2. Provide SHPO with all relevant information about the property and application plans.
3. Include with the application a letter from SHPO outlining how the project can proceed in a way that preserves significant historic or prehistoric properties. No funds will be released until such a letter is received by the Montana Arts Council.

Moving Historical Buildings: Although understandable and justifiable in some instances, the relocation of many historic buildings contributes significantly to the loss of Montana's priceless heritage and warrants close scrutiny. Once moved, a building most often loses its historical value; moving buildings is viewed as a last resort in historic preservation.

Native American Antiquities: As reflected by the passage of such legislation as the Native American Graves Protection and Repatriation Act (NAGPRA), professional museums and public agencies should now be committed to treating objects and materials important to Native Americans respectfully and, if possible and as tribes request, returning such materials for safekeeping to appropriate tribes. Specifically, public historical and interpretive facilities should actively be (a) understanding and cataloging the full range of existing Native American sacred objects, objects of cultural patrimony, human remains, and associated and unassociated funerary objects, (b) communicating personally with tribes to determine affiliation where possible, and (c) as requested by tribes, committing to return and repatriation of materials for which historical affiliations and associations can be understood. Under no circumstances is display of human remains appropriate.

The NAGPRA law is very serious legislation. Interpretation should involve tribes and qualified professionals.



How To Apply

APPLICATION PROCEDURE FOR ALL GRANTS

1. Read this application carefully to determine the eligibility of your request.
2. Call the Montana Arts Council if you are a first-time or previously unsuccessful applicant.
3. Identify the appropriate government sponsor to submit the application and make the necessary fiscal and administrative arrangements with officials.
4. Assemble all historical, descriptive, documentary and fiscal information needed to complete the applications.
5. Make sure that you accurately estimate application revenue and expenditures. Know where reductions in expenditures can be made. If the grant is funded at a lower level than you requested, you will need to provide a statement documenting how you will alter the activity to reflect the actual amount funded.
6. Prepare the required application narrative described at right.
7. Complete and include the checklist on page 11 and make the required copies of the completed form and support materials. Collate copies in proper order.
8. Have the application form signed by the authorizing official of the government sponsor. Make sure that the official understands the government sponsor obligations and responsibilities listed on the application.
9. Send original and copies to: Cultural and Aesthetic Projects Advisory Committee, Montana Cultural Trust, PO Box 202201, Helena, MT 59620-2201. Deliveries made by walk-in should go to 830 N. Warren, First Floor, Helena, MT.

Please call or e-mail the Montana Arts Council office if you have any questions.

POSTMARK DEADLINE

All applications must be hand delivered to the Montana Arts Council offices or display a postmark no later than August 1, 2008 at 5:00 PM. This deadline is established by law, and there are no exceptions. **It is strongly recommended that applications be sent by certified mail, return receipt requested.**

APPLICATION NARRATIVE

The application narrative will more fully describe your application or your operations. As you type your narrative, please answer the questions asked at the right. Please number your answers to correspond with the narrative questions. Questions 1-4 must be addressed by all applicants. Depending on the grant category under which you are applying, questions 5-8 must be answered if applicable. The narrative must not exceed three single-spaced typewritten pages. Please do not use type smaller than 12 point or smaller than 10 characters per inch.

NARRATIVE QUESTIONS TO ANSWER

Also see APPLICATION NARRATIVE at lower left.

1. Purpose or goals. What specific needs will your project/organization address and what will be accomplished during the grant period? (July 1, 2009-June 30, 2011)
2. Demonstrate the importance of the project or your organization to your local community and/or the state as a whole.
3. Describe how your organization's staff and/or volunteers have the technical, artistic and administrative abilities to complete and implement the project or program within the grant period (July 1, 2009-June 30, 2011).
4. Publicity and Access: Describe how you'll publicize the project or organization and ensure that the programs and services are accessible to all. If you are a facility applying for funding, have you conducted an accessibility study of your facility? Describe the steps you are taking to ensure that printed and website materials and facility access comply with the Americans with Disabilities Act.
5. Special Projects and Capital Expenditures: Indicate major tasks and when they'll be undertaken. Describe outcomes or expected results and how you will determine them.
6. Operational Support: Describe how progress towards goals will be evaluated.
7. Applications for new or increased staff: How will this change be supported after the grant period. What new sources of funds must be obtained? How will your organization accomplish this?
8. Applications that generate new revenue: Please provide a plan that:
 - a: Describes the product, service or enhanced fund-raising activity;
 - b: Documents the need for such a project;
 - c: Delineates how it will be developed, marketed and financed;
 - d: Includes projected revenue figures.

APPLICATION FORM DEFINITIONS

At the top of the form on page 13 check the appropriate grant category for which you are applying for funding.

1. **Applicant:** The individual, organization or group that will use the grant funds.
2. **Application Title:** A descriptive title of the application or program no longer than seven words. This is the reference title for your application.
3. **Total Grant Amount Requested:** From line 21 total column on the budget forms.
4. **Application or Program Description:** Many people find it easiest to complete this after they have written their entire application. This short paragraph will be given to the Legislative committee reviewing your application and will be the only written description they receive. Please make sure it is clear, to the point, and that it completely describes your application request. Use only the space provided on the application form. Do not use type smaller than 12 point.
 - a. **All Special Projects:** A brief description of activities that are the focus of the application.
 - b. **Operational Support:** A brief description of the applicant's programs, activities and/or services.
 - c. **Capital Expenditures:** A brief description of the application. If the application is part of a larger project, describe it also, please.
5. **Are you a tax-exempt 501(c)3 organization?**
6. **Are you a first-time applicant?**
- 7-12. **Revenue/Expenses:** Report the total cash fiscal activity of the applicant. Please use the most appropriate department, division or agency. This includes general, operating, board-designated, cash reserve, current unrestricted and restricted funds for operating purposes. DO NOT include any funds not expended or budgeted for operating purposes, such as acquisitions, endowment, fixed asset or plant, loan and scholarship funds.

Last year — Use actual cash expense and revenue figures for your last fiscal year.
This year — Use total actual cash year-to-date and projected budget figures for the remainder of your current fiscal year.
Next year — Use projected cash budget figures for your next fiscal year.
13. **Number of Volunteers:** The total number of volunteers participating in the application or program.
14. **Number of Individuals to Benefit:** The total audience, participants, students, etc. (excluding employees and/or paid participants) anticipated to benefit. Estimate for broadcasts or large public events. Estimate the direct benefit to the general population and those with special needs, such as people with disabilities or institutionalized populations, racial or ethnic groups, youth or the aging. If you put a number on the special populations line, please tell us what populations are included, on the space labeled "Description".
15. **Application or Organizational Service Area:** Estimate the percentage of application expenditures directly serving the local area, regional area of Montana, or the entire state. These figures should add up to 100%.

Statewide — an application providing activities and/or services to the entire state. The program may be conducted by an organization with a statewide constituency and board of directors or a local or regional organization making the program available statewide.
Regional — an application providing activities and/or services to adjacent counties or Indian tribes in the same geographical area.
Local — an application providing activities and/or services to a city, town, community, county or Indian tribe.
Urban — includes applications that serve the following cities: Billings, Bozeman, Butte/Silver Bow County, Great Falls, Helena, Kalispell/Flathead County and Missoula.
Rural — includes all communities OTHER THAN those defined as urban. Define as rural those applications that serve counties containing urban cities but that do not provide services to those cities.
16. **All applicants, please answer.**
- 17-18. **Special Projects and Capital expenditures applicants, please answer.**
19. **Operational Support applicants, please answer.**
20. **Capital Expenditure applicants, please answer.**
21. **Cultural Facility:** Check the box that applies. A cultural facility is a building or number of buildings operated significantly for the purpose of presenting public programs and activities in one or more eligible projects. If not applicable, skip to Number 25.
- 22-23. **Ownership:** Identify who owns and operates the cultural facility. Check the boxes that apply for each and write the name of each.
24. **Support:** Check the boxes that apply and specify the level(s) of support. If in-kind support is being given, please specify the goods and services and their value. Also, please specify the number of mills appropriated for your cultural facility, if applicable.
25. **Indirect costs.** If the applicant, such as a college or university, has an indirect cost policy to defray overhead expenses and includes these costs in the application budget, indicate if they are used as match or are intended to be paid from the Cultural and Aesthetic Project grant. In addition to indirect costs, governing units may charge a fee to administer these grants. If such a fee is charged, please indicate that information here.
26. **Affect to Prehistoric or Historic Properties.** Grantees proposing projects that may affect prehistoric or historic properties must seek an evaluation of the application from the State Historic Preservation Office (SHPO) and include a letter from SHPO with your application (see Eligibility, page 5).
27. **Assurances and Signature of Authorizing Official:** For an application to be considered for funding, it must be signed by the authorizing official of the government sponsor, with the title of the authorizing official and the date the application was signed.

All Montana university and college units' applications must be signed by the institution's Grants and Contracts officer.

BUDGET DEFINITIONS

BUDGET EXPENSES DEFINITIONS (page 15)

1. **Employee Salaries & Fringe Benefits:** Payments to or for persons considered employees of the applicant.
2. **Contracted Services:** Payments to firms or persons for services of individuals not normally considered employees of the applicant but consultants or employees of other organizations, whose services are specifically identified with the application.
3. **Space Rental:** Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces.
4. **Travel:** All costs for travel directly related to individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include expenses for trucking, shipping or hauling, which belong under "Remaining Operating Expenses," line 6.
5. **Marketing:** All costs for marketing/publicity/promotion. Do not include payments to individuals or firms which belong under "Employee Salaries" on line 1, or "Contracted Services" on line 2. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. Fund-raising expenses should be entered under "Remaining Operating Expenses."
6. **Remaining Operating Expenses:** All expenses not entered in other categories. Include fund-raising, scripts and scores, lumber and nails, electricity, telecommunications, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel," line 4.
7. **Capital Expenditures:** Only fill out for Capital Expenditure applications. Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents. Purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc.
8. **Total Cash Expenses:** Sum of lines 1-7e.
9. **Total In-kind Contributions:** Total of the fair market value of donated services and supplies. The organization must maintain documentation of the type and value of in-kind contributions.
10. **Total Expenses:** The total of lines 8 & 9.

BUDGET REVENUE DEFINITIONS (page 15)

11. **Earned Income:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
 12. **Contracted Services Revenue:** Revenue derived from fees earned through sales of services. Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.
 13. **Other Revenue:** Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
 14. **Corporate Support:** Cash support derived from contributions given for this application by businesses, corporations and corporate foundations.
 15. **Foundation Support:** Cash support derived from contributions given for this application by private foundations. Include multi-state regional consortiums such as WESTAF.
 16. **Other Private Support:** Cash support derived from cash donations. Do not include corporate, (line 14) foundation (line 15) or government contributions and grants (lines 17 a-c) on this line, but put these items on appropriate lines. Include gross proceeds from fund-raising events.
 17. **Government Support:**
 - a **Federal:** Cash support derived from grants or appropriations given by agencies of the federal government.
 - b **State:** Cash support derived from grants or appropriations given by agencies of state government.
 - c **Local:** Cash support derived from grants or appropriations given by city, county, in-state regional and other local government agencies.
- For lines 13-17: Indicate source and status of funds; i.e. pending, awarded, to be applied for, etc.
18. **Applicant Cash:** Funds from Applicant's present and/or anticipated resources that Applicant plans to provide for the application.
 19. **Total Cash Revenue:** Sum of lines 11-18
 20. **Total In-kind Contributions:** Must equal line 9.
 21. **The grant amount requested (line 10) must equal the difference between total proposed expenses and total proposed applicant revenue (line 19 plus line 20).** Also must meet matching requirements (see page 6).
 22. **Total Revenue:** The total of lines 19-21. Must equal line 10.

ASSURANCES

Grant sponsor must provide assurance that:

- Accounting and financial services are available and that they bear ultimate legal and fiscal responsibility for the application if funded.

Grant applicant must provide assurance that:

- No person shall, on the grounds of race, creed, religion, color, sex, physical or mental disability, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity that results from the expenditure of grant funds.
- The organization will comply with the Fair Labor Standards Act in regard to the employment of professional personnel, mechanics and laborers and with the health, safety and sanitary laws of Montana. The applicant will provide such assurance to the Montana

Commissioner of Labor and Industry and the Secretary of Labor upon request.

- The organization will not use grants funds for lobbying, influencing legislation, or partisan political activity of any kind. (Hatch Act [5 U. S. C. 1501-1508] & Intergovernmental Act of 1970 as amended by Title VI of the Civil Service Reform Act.)
- The organization will comply with the Native American Graves Protection and Repatriation Act (NAGPRA) and Montana's Human Remains and Burial Site Protection Act (MCA 22-3-801 through 22-3-811). These two pieces of legislation require respectful treatment of human remains and objects of cultural patrimony. NAGPRA especially involves a specific process for inventorying and handling existing museum collections.
- The applicant will comply with all State of Montana laws including the open meeting law.

GRANT PAYMENT/REPORT REQUIREMENTS

Notification

Applicants will be notified of funding decisions shortly after the legislative session ends May 1, 2009.

Payments

Payments will only be released following submission of all required paperwork and if the Cultural and Aesthetic Project account has funds available and if an examination of the costs incurred by the grantee shows the payment is appropriate. Five percent of the total grant award will be withheld until final reports are received by the Montana Arts Council. For grantees who have submitted late reports in the past, 30% of the award may be held pending receipt of reports by the council.

In no case will grants be released without receipt of any prior final reporting due to the arts council. Awards of \$4,500 or less may receive up to 95% of the grant amount in any fiscal quarter. Projects awarded more than \$4,500 may receive up to 1/2 of the total grant after January 1, 2010; and the balance after January 1, 2011.

Challenge grants will be paid when the benefiting organization documents the specified match.

Organizations failing to meet the total match requirement within the grant period will be eligible to receive that portion of the grant that has been matched. The review committee will be apprised of an organization's inability to meet the total match.

Budget Modifications

Grant awards are made as legislative appropriations for specific purposes. Once the proposal and budget have been approved, legislative action is needed to modify it. The Montana Arts Council HAS NO AUTHORITY to increase the grant award or to allow you to modify the scope or purpose of the award.

Final Reporting

Final reports include narrative and financial information. The council will provide the forms for those reports. Also, grantees are requested to set up a meeting with their state

representative and senator to tell them about the grant, its impact on the community and its public value and to personally thank them for this state support. A short written narrative of this meeting will be requested for the final report.

Final Reporting Deadlines

The following procedure governs receipt of all final reports:

- A written reminder and e-mail will be sent out June 1, 2011, to all grantees who have not yet submitted a final report reminding them that final reports are due by September 15, 2011. Paper forms (if requested) and web address information (for on-line forms) will also be provided at that time. Final reports not received by September 30, 2011, are delinquent. The only exception to this requirement are grantees who have submitted a written request for extension, stating the extenuating circumstances which do not permit timely submission of final reports, and who have subsequently received a written extension from the Council. The same procedures below will be applied to grantees who are delinquent following the end of their extended deadline.
- A written reminder, return receipt requested, is sent to delinquent grantees on September 30, 2011, telling them that their reports are delinquent and that they have 30 days to submit them.
- On October 30, 2011, a letter, return receipt requested, is sent to the board president of delinquent grantees letting them know that final reports were due on September 15, 2011, and have not been received and that they have until November 30, 2011, to get the final reports in.
- On November 30, 2011, written notification will be sent to the Cultural Trust Advisory Committee. Any Cultural Trust final reports not received by the Legislative session will also be reported to the Legislative sub-committee that reviews these grants.

It is the responsibility of the grantee to have proof of delivery of final reports to MAC.

WHAT TO MAIL CHECK LIST

✓ Check off each item as you complete the task.

Please collate two separate complete applications in the following order. Send one original and one copy (two complete sets) clearly labeled consisting of the following:

ALL APPLICATIONS

- ☐ This completed checklist
- ☐ The application form (pages 13-14) and the budget form (page 15). See instructions on page 7.
- ☐ Application narrative, not to exceed three pages. See page 7.
- ☐ Budget detail describing each cash and in-kind expense and revenue item for the entire application (see pages 19-22 for samples).
- ☐ On your budget detail, please describe what your grant will be used for. See the bottom of pages 19 and 21.
- ☐ Please double-check your budget to make sure that your expenses (line 10) equals your revenue (line 22). These totals must be exactly the same or there is a problem with your budget. A budget form that automatically totals is available on the MAC website (www.art.mt.gov/orgs/orgs_ca.asp).
- ☐ Financial statements for the most recently completed fiscal year. Use your regular profit and loss statement or your IRS form 990, whichever is available.
- ☐ A brief resume or bio of the application director and key staff, contractors or volunteers. If position is vacant, include a job description.
- ☐ Organization history
- ☐ Current board member list with name, address, phone, fax and e-mail. If not applicable, please explain.
- ☐ A letter from your governmental sponsor attesting that they are a bona-fide government unit able to receive state funds. In addition, if the government sponsor will allow funds to be released directly to the applicant they should state that in the letter as well.
- ☐ Supplemental material you feel will help the committee better understand your application. All supplemental material must accompany the application.

IF APPLICABLE

- ☐ No more than five current letters of support (Letters of support from the Montana Arts Council for other grant applications will be considered a conflict of interest and should not be included.)
- ☐ Drawings, photographs, slides (no more than 10), VHS videotape, DVDs, CDs, or audiocassettes
- ☐ Documentation from the constituency to be served, if the application will significantly address those with special needs (see number 14 B on the application form, page 13)
- ☐ Letter of agreement between the grantee and the State Historic Preservation Office, (see Historic Preservation Projects, page 6)
- ☐ Documentation of kind(s) and level(s) of local government support for cultural facilities, (see Matching Requirements, page 6)

FOR SPECIAL PROJECT APPLICATIONS

- ☐ Job descriptions if the project expands current staff or adds new staff. It should include job title, qualifications, responsibilities and activities.
- ☐ A plan for projects that generate new sources of revenue (see page 2 and page 7)

FOR OPERATIONAL SUPPORT APPLICATIONS

- ☐ An explanation if your operating budget for FY 2010 is over 5% higher than for FY 2009 Please be consistent and include or exclude in-kind in both years for this calculation.
- ☐ Budget for your current fiscal year

FOR CAPITAL EXPENDITURE APPLICATIONS

- ☐ A description of how you are going to pay for, operate and maintain the facility
- ☐ An itemized budget for operating and maintaining the facility for the year after the application is completed.
- ☐ Renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired

WE WILL BIND ALL APPLICATIONS FORMS FOR USE BY THE ADVISORY COMMITTEE AND ASK THAT YOU:

1. Use standard 8-1/2" x 11" paper.
2. DO NOT send double-sided or duplex copies.
3. Collate all materials in the order listed above.
4. Use paper clips instead of staples.
5. Do not bind your application. This will be done for you.

RETURN COMPLETED APPLICATIONS TO:

Cultural and Aesthetic Projects
Advisory Committee
c/o Montana Cultural Trust
PO Box 202201
830 N. Warren, First Floor
Helena, MT 59620-2201

Postmark Deadline: 5:00 p.m., August 1, 2008

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FY2010-2011PLEASE TYPE OR PRINT LEGIBLY
Please see page 9 for definitions.**MONTANA CULTURAL TRUST**
APPLICATION FORM**Grant Category** (Check One)

- ☐ 1) Special Project
☐ 2) Special Project Under \$4,500
☐ 3) Operational Support
☐ 4) Capital Expenditure

Challenge Grants for
Endowment Development:
Call the Montana Arts Council at
(406) 444-6430 for a form.

1. Applicant:

2. Application Title:

3. Total Grant Amount Requested:

Start date: _____ (must be after July 1, 2009)

End date: _____ (must be on or before June 30, 2011)

4. Application or Program Description: (Complete in space provided. DO NOT reduce copy.)

5. Are you a 501 (c) 3 non-profit organization? ☐ Yes ☐ No6. Is this your first Cultural and Aesthetics grant application submitted? ☐ Yes ☐ No

7. Last Year Operating Cash Revenue Actual

9. Present Year Operating Cash Revenue Budget

11. Next Year's Operating Cash Revenue Budget

8. Last Year Operating Cash Expenses Actual

10. Present Year Operating Cash Expenses Budget

12. Next Year's Operating Cash Expenses Budget

13. # Volunteers Involved

14. Individuals to Benefit

General Audience A _____

Special Populations B _____

Description _____

Total to Benefit C _____

15. How does your application or organization serve the state?

Statewide

Region of the state (counties or tribes)

Local

Urban %

Rural %

Total %

Total

100%

Below Is For Office Use Only**Application Category:**

- ☐ Art
☐ History
☐ Other Cultural

Community Type:

- ☐ Rural
☐ Urban
☐ Statewide

Discipline: ☐ ☐ ☐Type of Activity: ☐ ☐

Date Received: _____

Grant Number: _____

History Number: _____

For all applicants 16. # Paid Staff Full-Time _____ # Paid Staff Part-Time _____	Special Projects and Capital Expenditure only:	
19. Operational Support ONLY: Has your organization been incorporated for at least two years? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. Has this application been conducted in years prior to the grant period? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, # of years _____ 20. Capital Expenditure ONLY: Overall Completion Date ____ / ____ / ____	18. Will the project continue after the grant period? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, how will it be funded? _____ _____
21. Is this application being made by or on behalf of an organization which owns a cultural facility? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, skip to 25)		
22. Who owns this cultural facility? <i>(Please provide the names of the owners and type of organization.)</i>		23. Who operates the facility? <i>(Please provide the names of the operators and type of organization)</i>
<input type="checkbox"/> Non-profit corporation		<input type="checkbox"/> Non-profit corporation
<input type="checkbox"/> For-profit corporation		<input type="checkbox"/> For-profit corporation
<input type="checkbox"/> Municipality		<input type="checkbox"/> Municipality
<input type="checkbox"/> County		<input type="checkbox"/> County
<input type="checkbox"/> Other (name)		<input type="checkbox"/> Other (name)
24. If the facility is owned by a municipality or by the county, what kind and value of support is given to the facility annually? (Please see matching requirements page 6.)		
<input type="checkbox"/> Not applicable		
<input type="checkbox"/> Other Cash: \$ _____		
<input type="checkbox"/> In-Kind: \$ _____		
<input type="checkbox"/> General Funds: \$ _____		
<input type="checkbox"/> Mill Levy: \$ _____ # Mills _____		
<input type="checkbox"/> Total Value: \$ _____		
<input type="checkbox"/> Revenue Sharing: \$ _____		
<input type="checkbox"/> Block Grant: \$ _____		
25. Indirect costs: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Used as match: \$ _____ <input type="checkbox"/> Paid from grant: \$ _____		
26. Have you contacted the State Historic Preservation Office to obtain a letter of agreement, if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
27. Government Sponsor Assurances: I understand that by making application for Cultural and Aesthetic Project funds from the Cultural Trust Fund, the government sponsor I represent will provide financial and accounting services and will be fiscally and legally responsible for the completion of the project, if funded.		
Authorizing Signature of the Governmental Sponsor		
Name of Authorizing Signator		Title
Government Sponsor Organization		
Address		
E-mail Address		Day Phone
Date		

Grantee Assurances:

By signing below the grantee assures that if this organization is awarded this Cultural and Aesthetics grant, they will comply with the assurances on page 10, which will be restated on the contract for the grant.

Project Director Signature	Address				
Project Director Name (please type or print)	City, State, Zip				
Organization Name	<table style="width: 100%;"> <tr> <td style="width: 50%;">Daytime Phone</td> <td style="width: 50%;">Evening Phone</td> </tr> <tr> <td>Fax Number</td> <td>E-mail Address</td> </tr> </table>	Daytime Phone	Evening Phone	Fax Number	E-mail Address
Daytime Phone	Evening Phone				
Fax Number	E-mail Address				

2010-2011 MONTANA CULTURAL TRUST GRANT BUDGET

Applicant _____

Round numbers to the nearest dollar.

	Proposed FY 2010	Proposed FY 2011	Total
EXPENSES—only cash expenses on lines 1-8; in-kind totaled on line 9			
1. Employee Salary & Fringe Benefits			
2. Contracted Services			
3. Space Rental			
4. Travel			
5. Marketing			
6. Remaining Operating Expenses			
7. Capital Expenditures (only fill out for Capital Expenditures Applications)			
a. Acquisitions			
b. Site Purchase & Development			
c. Feasibility Studies & Design Fees			
d. Construction Costs (Labor & Materials)			
e. Capital Expenditures – Other			
8. Total Cash Expenses (line 1-7e)			
9. Total In-Kind Contributions (must equal line 20)			
10. Total Expenses (Total lines 8 & 9; must equal line 22)			
TOTAL PROJECT REVENUE—only cash revenue on lines 11-19; in-kind totaled on line 20			
11. Earned Income: Sales and Memberships			
12. Contracted Services Revenue			
13. Other Revenue—source:			
14. Corporate Support—source:			
15. Foundation Support—source:			
16. Other Private Support—source:			
17. Government Support			
a. Federal—source:			
b. State/Regional—source: (include your grant request in line 21 below, not here)			
c. Local—source:			
18. Applicant Cash			
19. Total Cash Revenue (total lines 11-18)			
20. Total In-Kind Contributions (must equal line 9)			
21. Grant Amount Requested*			
22. Total Application Revenue (Total lines 19, 20 & 21; must equal line 10)			

*For Special Projects & Operational Support applications, each grant dollar requested must be matched by at least one dollar in cash or in-kind contributions.

*For Capital Expenditure applications, each grant dollar requested must be matched by at least three dollars in cash or in-kind contributions.

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IN-KIND CONTRIBUTIONS—DETAIL

This is an optional form to document in-kind services & goods and is available electronically.
Categories should be modified to meet your organization's needs.

Name of Applicant _____

CONTRIBUTED SERVICES

KIND OF SERVICE

(List by specific title: in parentheses provide number of individuals contributing that service. Use local market rate for paying for these kinds of services)

Salaries:

Reception Hosts

Workshop assistants

Bookkeeper/Treasurer

Groundskeeping (city)

Repairs/Construction (city)

Road Maintenance/Paving (city/county)

MEANS OF VALUING

VALUE

_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____

PROFESSIONAL

(Legal, accounting, fundraising, management, data processing, etc.)
(Do not include the value of normal board service)

Legal/Accounting

Fundraising volunteers

Auctioneers (fees waived)

_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____
_____ hours	X	\$ _____ /hour	\$ _____

CONTRIBUTED MATERIALS

(Identify clearly - use retail rates, estimated by providers, etc.)
(Do not include the value of objects donated to the collection)

Reception & fundraising food

Supplies

Computer supplies & instruction

Equipment, maintenance & sound

Advertising/printing

Caterer estimates / recep.	\$ _____
Retail rates	\$ _____
Retail rates	\$ _____
Retail rates	\$ _____
_____ hours X _____ /hour	\$ _____

CONTRIBUTED RENTAL ALLOWANCE

Type of Facility or Equipment (list by type - use local market rates for the kind of space used)

Building rental

Realtor estimate: _____ @ \$_____/sq. ft. \$ _____

Total value non-cash contributions (services, materials, and rental allowances) \$ _____

CULTURAL TRUST FAQ's

- Q:** You ask for financial statements for the most recently completed fiscal year. What if we are on a calendar year basis?
- A:** If you are on a calendar basis, you should submit your financial statements for that most recently completed calendar year, which would be the year ending December 31, 2007. The same applies if you are on a fiscal year other than the state fiscal year of July 1-June 30.
- Q:** If we are on a calendar year, can we use that year in determining our budget for the budget forms?
- A:** Yes, you can develop budgets based on your actuals for your most recently completed calendar year. Presumably as both are 12 month periods, any differences would be negligible.
- Q:** If we are on a calendar year, can we report our actual calendar year expenditures and revenue on our final report?
- A:** Unfortunately, that's where it gets dicey. The grant period is from July 1, 2009-June 30, 2011. As stated on page 2 of the application guidelines:

All grant activities MUST occur and grant matching funds be spent and/or encumbered during this grant period. If the grant activities and matching funds are not met during the grant period the grant award will revert. There are no exceptions.

So although it is a major pain, the law requires you to report grant and matching funds spent and/or encumbered DURING the grant period, as mentioned above.

- Q:** I'm very confused as to why funding for Operational Support is considered a Special Project, when it's for an expansion of ongoing programs or operations.
- A:** The advisory panel has long adhered to the policy that the definition of Operational Support is current level of operations plus inflation. Anything other than that is a Special Project. Perhaps they will revisit this definition at some point in the future, because it even confuses us at times, but for now, that is the policy. Maybe we could even consider dividing Operational Support into two parts: Operational Support-Current and Operational Support-Expansion. We would have to research this change to see if it's prevented by the way the law is written.
- Q:** What if an organization already has plans to add two staff members and they are applying for operating support? They don't want to apply to fund the two new staff, they'll have those costs covered in other ways. Is this Operational Support or Special Project?
- A:** This would be Operational Support as long as the application is for current level operations plus inflation. The organization would explain the cause of the increase caused by the two new staff members over that current level at the bottom of the budget detail.

SAMPLE SPECIAL PROJECT BUDGET DETAIL

Using the categories on budget page 15, attach a detailed description of each year's expense and revenue budget items for the entire grant period, as in the following example. Expenses are assumed to be cash unless indicated as in-kind. If you have access to one, a computer spreadsheet works well to line out this detail. The following are not fixed categories. This is only a sample budget detail.

NAME OF ORGANIZATION/PROJECT Any Cultural Organization

EXPENSE DETAIL:	YEAR 1	YEAR 2	TOTAL
Employee Salary & Fringe Benefits			
Fringe Benefits are 25.5% including health insurance and 15% without			
Health Insurance Assume annual 3% raise between years			
Project Director/1/2 time for 2 months @ \$25/hour plus fringe benefits	\$5,000	\$5,150	\$10,150
Contracted Services			
5 visiting artists half time for 1 month @ \$50/hour	\$21,663	\$21,663	\$43,326
Travel			
In-state travel for project director: 7 trips of 2 days, 1 night, 200 miles			
Mileage - 200 miles @ \$.505/mile	\$707	\$707	\$1,414
Meals - 7 trips of 2 days @ \$23/day	\$322	\$322	\$644
Lodging - 7 trips of 1 night @ \$74.90	\$524	\$524	\$1,048
Total Travel	\$1,553	\$1,553	\$3,106
Remaining Operating Expenses			
Supplies/office and general (\$200/month)	\$400	\$400	\$800
Phone (\$100/month)	\$200	\$200	\$400
Postage/Mailings (1,000 pieces at 25 cents each bulk rate + general mailing \$50/month)	\$350	\$350	\$700
Total Remaining Operating Expenses	\$950	\$950	\$1,900
Total Cash Expenses	\$29,166	\$29,316	\$58,482
Space Rental (in-kind)			
Store front donation--500 sq ft at \$2,000/month for 2 months	\$2,000	\$2,000	\$4,000
(See attached letter of documentation from Local Company)			
Marketing (in-kind)			
Layout and printing of 500 brochures and posters donated	\$2,600	\$2,600	\$5,200
Value of layout: 2 hours @ \$50/hour and 1,000 pieces of printing at \$2.50 per piece.			
Total In-kind Expenses	\$4,600	\$4,600	\$9,200
Total Expenses	\$33,766	\$33,916	\$67,682
REVENUE DETAIL:			
Earned Income: Sales/Memberships/Admissions			
a) Workshop Admissions/4 workshops * 75 participants year 1 +	\$15,000	\$16,000	\$31,000
80 participants year 2 @ \$50 each			
Corporate Support			
Hometown Bank**	\$3,500	\$3,500	\$7,000
Other sponsors/5% increase in 2nd year**	\$3,000	\$3,150	\$6,150
Other Private Support			
a) Fundraising	\$1,116	\$1,166	\$2,282
Government Support			
State-MAC/AIE*	\$2,500	\$2,500	\$5,000
Total Cash Revenue	\$25,116	\$26,316	\$51,432
Total Inkind--see separate detail	\$4,600	\$4,600	\$9,200
Grant amount requested	\$4,050	\$3,000	\$7,050
Total Revenue	\$33,766	\$33,916	\$67,682

Grant funds will be used for visiting artists.

*Applied for

**Annual Support

FYI: Current state rates for in-state travel are: **Mileage** - 50.5 cents per mile--rates typically change at January 1st

Lodging - generally \$70 plus 7% tax per night. The feds change these rates at October 1st each year. Web address for specific rates by city and date: <http://www.art.mt.gov/travelrate.asp>

Meals - \$23/day

SAMPLE OPERATIONAL SUPPORT BUDGET

Using the categories on budget page 15, attach a detailed description of each year's expense and revenue budget items for the entire grant period, as in the following example. Expenses are assumed to be cash unless indicated as in-kind. If you have access to one, a computer spreadsheet works well to line out this detail. The following are not fixed categories. This is only a sample budget detail.

NAME OF APPLICANT Large Cultural Organization

EXPENSE DETAIL:	YEAR 1	YEAR 2	TOTAL
Employee Salary & Fringe Benefits —Fringe Benefits are 25.5% with health insurance and 15% without Assume annual 3% raise between years			
Executive Director	\$45,000	\$46,350	\$91,350
Education Director	\$38,000	\$39,140	\$77,140
Curator	\$35,000	\$36,050	\$71,050
Administrative Assistant	\$22,000	\$22,660	\$44,660
Artist in Residence/.5 FTE	\$17,500	\$18,025	\$35,525
Janitorial/.25 FTE	\$5,200	\$5,356	\$10,556
Total Salary and Fringe	\$162,700	\$167,581	\$330,281
Contracted Services			
4 visiting artists/workshops @ \$250/day	\$1,000	\$1,000	\$2,000
Honoraria/Exhibiting Artists	\$2,000	\$2,000	\$4,000
Accounting	\$1,500	\$1,500	\$3,000
Total Contracted Services	\$4,500	\$4,500	\$9,000
Space Rental (In-kind--see separate In-kind detail)			
Travel			
Professional Development for staff	\$4,500	\$4,500	\$9,000
Workshops for Exhibiting Artists	\$3,600	\$3,600	\$7,200
Total Travel	\$8,100	\$8,100	\$16,200
Marketing			
Printing	\$3,500	\$3,500	\$7,000
Advertising	\$12,500	\$12,500	\$25,000
Total Marketing	\$16,000	\$16,000	\$32,000
Remaining Operating Expenses			
Conservation	\$500	\$500	\$1,000
Workshops	\$3,500	\$3,500	\$7,000
Supplies/office and general	\$1,200	\$1,200	\$2,400
Phone	\$1,200	\$1,200	\$2,400
Postage/Mailings	\$2,500	\$2,500	\$5,000
Utilities/10% increase between years	\$10,500	\$11,550	\$22,050
Repairs/Maintenance	\$500	\$500	\$1,000
Insurance/building--based on bid	\$4,500	\$4,800	\$9,300
Fundraising/Consignments	\$12,000	\$12,000	\$24,000
Fundraising/Benefit dinner	\$4,000	\$4,000	\$8,000
Fundraising/Other	\$3,000	\$3,000	\$6,000
Total Remaining Operating Expenses	\$43,400	\$44,750	\$88,150
Total Cash Expenses	\$234,700	\$240,931	\$475,631
Total In-Kind Contributions--See Separate detail	\$83,100	\$83,100	\$166,200
Total Operating Expense	\$317,800	\$324,031	\$641,831

Unless otherwise noted, costs are based on actual current costs.

REVENUE DETAIL:	YEAR 1	YEAR 2	TOTAL
Earned Income: Sales/Memberships/Admissions			
a) Memberships/schedule of rates and numbers attached	\$25,000	\$25,000	\$50,000
b) Workshop Admissions/4 workshops	\$20,000	\$20,000	\$40,000
* 100 participants @ \$50 each			
Total Earned Income	\$45,000	\$45,000	\$90,000
Contracted Services Revenue			
Exhibition fees	\$2,500	\$3,000	\$5,500
Total Contracted Services Revenue	\$2,500	\$3,000	\$5,500
Other Revenue/Earned Income			
Exhibit sales (Net)	\$7,000	\$7,000	\$14,000
Miscellaneous	\$500	\$500	\$1,000
Total Other Revenue/Earned Income	\$7,500	\$7,500	\$15,000
Corporate Support			
ABC Corporation*	\$5,500	\$5,500	\$11,000
Hometown Bank**	\$3,000	\$3,000	\$6,000
Local Hardware**	\$1,000	\$1,000	\$2,000
Other sponsors/5% increase in 2nd year**	\$2,500	\$2,625	\$5,125
Total Corporate Support	\$12,000	\$12,125	\$24,125
Foundation Support			
Mom and Pop Foundation**	\$6,000	\$6,000	\$12,000
Big Foundation*	\$13,500	\$13,500	\$27,000
Huge Foundation/6% increase in 2nd year*	\$21,200	\$22,500	\$43,700
Community Foundation**	\$3,000	\$3,000	\$6,000
Total Foundation Support	\$43,700	\$45,000	\$88,700
Other Private Support			
a) Fundraising	\$65,000	\$70,000	\$135,000
b) Interest from Endowment	\$14,000	\$14,500	\$28,500
c) Other--10% increase in 2nd year	\$5,000	\$5,500	\$10,500
Total Other Private Support	\$84,000	\$90,000	\$174,000
Government Support			
Federal-NEA*	\$10,000	\$7,500	\$17,500
State-MAC/PVP**	\$8,000	\$8,000	\$16,000
State-MAC/AIE*	\$2,500	\$2,500	\$5,000
Local-City/County**	\$4,500	\$4,500	\$9,000
Total Government Support	\$25,000	\$22,500	\$47,500
Applicant Cash	\$806	\$806	\$1,612
Total Cash Revenue	\$219,700	\$225,931	\$445,631
Total Inkind--see separate detail	\$83,100	\$83,100	\$166,200
Grant amount requested	\$15,000	\$15,000	\$30,000
Total Operating Revenue	\$317,800	\$324,031	\$641,831
Total grant amount requested: \$30,000			

Grant funds will be used for General Operations per above.

*Applied for

**Annual Support

SAMPLE IN-KIND CONTRIBUTIONS DETAIL

Name of Applicant Large Cultural Organization

CONTRIBUTED SERVICES

KIND OF SERVICE

(List by specific title: in parentheses provide number of individuals contributing that service. Use local market rate for paying for these kinds of services)

Salaries:	(50)
Reception Hosts	(50)
Workshop assistants	(23)
Bookeeper/Treasurer	(1)
Groundskeeping (city)	()
Repairs/Construction (city)	()
Road Maintenance/Plowing (city/county)	

PROFESSIONAL

(legal, accounting, fundraising, management, data processing, etc.)
Do not include the value of normal board service

Legal/Accounting	(3)
Fundraising volunteers	(45)
Auctioneers (fees waived)	(2)

CONTRIBUTED MATERIALS

(identify clearly - use retail rates, estimated by providers, etc.)
(do not include the value of objects donated to the collection)

Reception & fundraising food	
Supplies	
Computer supplies & instruction	
Equipment, maintenance & sound	
Advertising/printing	()

CONTRIBUTED RENTAL ALLOWANCE

Type of Facility or Equipment (list by type - use local market rates for the kind of space used)

Building rental	
-----------------	--

MEANS OF VALUING

VALUE

1200	hours	X	\$7.00	/hour	\$	8,400
200	hours	X	\$7.00	/hour	\$	1,400
55	hours	X	\$10.00	/hour	\$	550
425	hours	X	\$10.00	/hour	\$	4,250
NA	hours	X	NA	/hour	\$	2,500
50	hours	X	\$7.00	/hour	\$	350
NA	hours	X	NA	/hour		3,600

NA	hours	X	NA	/hour	\$	3,000
135	hours	X	\$10.00	/hour	\$	1,350
	hours	X	\$5% com.	/hour	\$	1,500

Caterer estimates / recep.	\$	600
Retail rates	\$	2,000
Retail rates	\$	200
Retail rates	\$	1,000
NA hours X NA /hour	\$	3,500

Realtor estimate: 3,260 @ \$15/sq. ft.	\$	52,500
--	----	--------

Total value non-cash contributions (services, materials, and rental allowances)	\$	83,100
---	----	--------

FEEDBACK FORUM

(Completion of this form is optional.)

1. Do you have any questions regarding or suggestions for improving our grant application materials?

2. Do you have any suggestions for improving the grant application process?

3. Do you have any suggestions on how the state can improve service to you and the Montana cultural community?

Signature (optional)

FOR MORE INFORMATION

MONTANA ARTS COUNCIL

PO Box 202201
830 N. Warren, First Floor
Helena, MT 59620-2201
406/444-6430
FAX: 406/444-6548
E-mail: mac@mt.gov
www.art.mt.gov

- **Grants Consultation:**
Carleen Layne-clayne@mt.gov
Kristin Han-Burgoyne-khan@mt.gov
- **Budgets, Fiscal Reporting and Payment Information:**
Carleen Layne-clayne@mt.gov
- **ADA or Accessibility Questions:**
Kristin Han Burgoyne-khan@mt.gov
- **Executive Director:** *Arlynn Fishbaugh*

MONTANA HISTORICAL SOCIETY

225 N. Roberts
Helena, MT 59620
406/444-2694
FAX: 406/444-2696

- **Archives & Oral History:**
Jodie Foley 444-4787-jofoley@mt.gov
- **Historic Museums and Collections:**
Bill Mercer 444-4753-bmercer@mt.gov
- **Director:** *Richard Sims*

STATE HISTORIC PRESERVATION OFFICE

1410 8th Ave
Helena, MT 59620
406/444-7715
FAX: 406/444-6575

Historic Preservation and Archaeology

- **Historical Architecture Specialist:**
Pete Brown 444-7718-pebrown@mt.gov
- **State Historic Preservation Officer:**
Mark Baumler 444-7717-mbaumler@mt.gov

HUMANITIES MONTANA

311 Brantly Hall
The University of Montana,
Missoula MT 59812-8214
406/243-6022 or
toll-free in Montana: (800) 624-6001
FAX: 406/243-4836

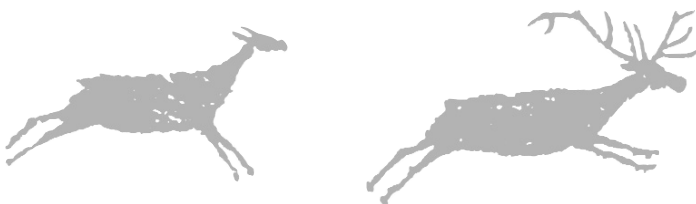
Public Programs and Media Productions in the Humanities

- **Executive Director:**
Mark Sherouse-
mark.sherouse@humanitiesmontana.org
- **Associate Director for Programs:**
Kim Anderson-
kim.anderson@humanitiesmontana.org

MONTANA STATE LIBRARY

1515 East Sixth St.
Helena, MT 59620
406/444-3115
FAX: 406/444-5612

- **Library Grants:**
Darlene Staffeldt-dstaffeldt@mt.gov



CULTURAL TRUST GRANTS FROM 2008-2009

Organization Name	City	Amt Awarded	Grant Title
Alberta Bair Theater	Billings	\$14,000.00	Operational Support
Alpine Artisans	Seeley Lake	\$6,000.00	Seeley Swan Blackfoot Cultural Arts Corridor
Archie Bray Foundation	Helena	\$10,000.00	Operational Support
Art Mobile of Montana	Dillon	\$14,000.00	Operational Costs for Art Mobile of Montana
Artisan Dance	Helena	\$4,000.00	Building a Resident Professional Ballet Company
Big Horn Arts & Crafts Assoc	Hardin	\$7,000.00	Operational Support Grant
Billings Symphony Society	Billings	\$8,000.00	BSO Operational Support
Bozeman Symphony Soc	Bozeman	\$11,000.00	Community Outreach
Butte Center for the Perf Arts	Butte	\$12,000.00	Operational Support
Butte Citizens Pres & Revitalization	Butte	\$10,000.00	Operational Support for New Staff
Butte Symphony Assoc	Butte	\$8,000.00	Organizational Growth
Butte-Silver Bow Public Archives	Butte	\$15,000.00	BSBA Building Repair
Carbon Co Arts Guild & Depot	Red Lodge	\$7,000.00	Staff Support
Carbon Co Historical Society	Red Lodge	\$11,000.00	Operations Support
Children's Museum of Bozeman	Bozeman	\$5,000.00	CMB Community Outreach
City of Shelby	Shelby	\$8,000.00	Champions Park
CoMotion Dance	Missoula	\$10,000.00	CoMotion: Dance Education Performances & Teacher Workshops for MT Schools
Council for the Arts, Lincoln	Lincoln	\$2,500.00	Arts Education Program
Custer County Art Center	Miles City	\$15,000.00	"Avenues to Education Through the Arts"
District 7 HRDC Growth Thru Art	Billings	\$8,000.00	Growth Thru Art Capacity Building
Emerson Cultural Center	Bozeman	\$7,000.00	Extending the Invitation:Exhibits-Based Education Outreach
Equinox Theatre Company	Bozeman	\$8,000.00	Maintaining Artistic Excellence/Increasing Organizational Sustainability
Flathead Valley Comm College	Kalispell	2,000.00	Poems Across the Big Sky
Gallatin Co Historical Society/ Pioneer Museum	Bozeman	\$5,000.00	Operational Support
Glacier Symphony & Chorale	Kalispell	\$7,000.00	Classical Music in Historic Places
Grandstreet Theatre	Helena	\$12,000.00	Professional Staffing
Great Falls Symphony	Great Falls	\$9,000.00	Education & Outreach
Hamilton Players, Inc	Hamilton	\$6,000.00	07/08, 08/09 Seasons
Headwaters Dance Co	Missoula	\$5,000.00	Montana Suite: Parts III & IV
Helena Symphony Orchestra & Chorale	Helena	\$10,000.00	Annual Opera
Hockaday Museum of Art	Kalispell	\$14,000.00	Educational Outreach Program
Holter Museum of Art	Helena	\$12,000.00	Operational Support
Humanities Montana	Missoula	\$22,000.00	Speakers Bureau Program 2008-9
Intermountain Opera	Bozeman	\$8,000.00	Operating Support
KUFM-TV, Montana PBS	Missoula	\$10,000.00	Champions of the World
Mai Wah Society/Museum	Butte	\$17,500.00	Mai Wah Facility Restoration Grant
MCT, Inc	Missoula	\$10,000.00	Engaging Montana Youth in Musical Theatre to Build Life Skills
Metropolitan Opera National Council	Missoula	\$1,000.00	Metropolitan Opera National Council Auditions
Miles City Preservation Comm	Miles City	\$2,270.00	Preservation Office Operational Support
Miles City Speakers Bureau	Miles City	\$4,000.00	Annual Season of Speakers
Mission Valley Friends of the Arts	Polson	\$4,000.00	Part-Time Administrative Director
Missoula Art Museum	Missoula	\$5,000.00	Montana Biennial
Montana Ag Center & Museum	Fort Benton	\$8,000.00	Museum Operation and Maintenance
Montana Alliance for Arts Ed	Manhattan	\$5,000.00	Professional Development with Partners
Montana Arts	Bozeman	\$10,000.00	Operating Support
Montana Ballet Company	Bozeman	\$5,000.00	Operational Support
Montana Dance Arts Association	Bozeman	\$5,000.00	Expansion of Educational Opportunities
Montana Historical Society	Helena	\$7,000.00	Identifying African American Heritage Resources Statewide
Montana Museum of Art & Culture	Missoula	\$5,000.00	Sharing Our Treasures: Access through the Web
Montana Performing Arts Consortium	Bozeman	\$15,000.00	Special Project
Montana Preservation Alliance	Helena	\$13,000.00	Operational Support
Montana Repertory Theatre	Missoula	\$10,000.00	Theatre and Education Projects
MT Assoc of Symph Orchestras (MASO)	Bozeman	\$5,000.00	Operating Support
MT Shakespeare Co/ Artists Group	Helena	\$6,000.00	New Position: Executive Artistic Director
Museum & Art Gallery Director's Assoc	Great Falls	\$15,000.00	Visual Art Exhibits & Professional Training Support
Museum of the Rockies	Bozeman	\$6,000.00	Opening Our Doors for Schoolchildren
Museums Assoc of Montana	W. Yellowstone	\$10,000.00	Networking for Montana's Museums
Myrna Loy Center	Helena	\$9,000.00	Operational Support for 2008-2009
NW MT Hist Soc/ Mus at Central Sch	Kalispell	\$5,000.00	Operational Support
Paris Gibson Sq Museum of Art	Great Falls	\$13,000.00	Operational Support
Pondera Arts Council	Conrad	\$5,000.00	Operating Support
Pondera History Association	Conrad	\$10,000.00	Curator Project
Rimrock Opera Company	Billings	\$10,000.00	Building Capacity
Rocky Mountain Ballet Theater	Missoula	\$7,000.00	RMBT Operational Support
Russell Museum	Great Falls	\$9,000.00	Cultural Trust Grant for Operations
Schoolhouse History & Art Center	Colstrip	\$14,000.00	Operational Support - Education & Performing Arts
Shakespeare in the Parks	Bozeman	\$15,000.00	Operational Support
Signatures from Big Sky	Laurel	\$4,500.00	Signatures from Big Sky
Southwest MT Arts Council	Dillon	\$8,000.00	Operational Support
TVIA -Board of Arts	Eureka	\$8,000.00	Art Center Expansion Project: "The Final Inch"
Valley County Historical Museum	Glasgow	\$4,000.00	Historical Artifacts Preservation & Display
Vigilante Theatre Company	Bozeman	\$8,000.00	Touring Original Theatre
VSA arts of Montana	Missoula	\$6,000.00	Cultural Access for People with Disability
Western Heritage Center	Billings	\$10,000.00	Echoes-Exploring Community History: Online Exhibit Storytelling
Whitefish Theatre Company	Whitefish	\$10,000.00	Offering the Best of the Performing Arts to Entertain and Educate
World Museum of Mining	Butte	\$8,000.00	Museum Operational Support
Writer's Voice (Billings YMCA)	Billings	\$12,000.00	Supporting Montana's Literary Heritage
Yellowstone Art Museum	Billings	\$9,000.00	A World of Art for Our Community
Yellowstone Ballet Company	Livingston	\$3,000.00	Nutcracker Replacement Costumes
Yellowstone Chamber Players	Billings	\$6,000.00	Chamber Music Concerts in Rural Areas
Yellowstone Historic Center	W. Yellowstone	\$8,000.00	Staff Expansion & Support
Young Audiences of Western MT	Missoula	\$6,000.00	Creating Cultural Literacy